

CALL FOR APPLICATIONS

FROM NONPROFIT ORGANIZATIONS

FOR THE AUCTION OR SALE OF

BIG GAME FUND-RAISING LICENSE TAGS

August 2008

State of California
The Resources Agency
Department of Fish and Game
Wildlife Branch
1812 Ninth Street
Sacramento, CA 95811

CALL FOR APPLICATIONS

Big Game Fund-raising License Tags

August 27, 2008

You are invited to review and respond to this Call for Applications, entitled "Big Game Fund-raising License Tags". In submitting your application, you must comply with these instructions.

The State of California (State), Department of Fish and Game (Department) will accept applications from qualified nonprofit organizations to auction or sell big game fund-raising hunting license tags for the 2009-2010 hunting season. By law, all revenue from sales of fund-raising tags is used in the Department's respective species management program.

To be eligible, nonprofit organizations must complete an application package consisting of the following:

- **FORM 1 – a completed and signed application** – available on-line at the following Internet site: <http://www.dfg.ca.gov/wildlife/hunting/fundraising/index.html>. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.
- **FORM 2 – "Required Forms and Qualifying Conditions Checklist"** – also available on-line.
- **Written proof of federal nonprofit status including the current Section 501(c)(3) number**

Complete instructions for eligibility, submission of application, evaluation criteria, and award/protest procedures are included in this Call for Applications. In the opinion of the Department of Fish and Game, this Call for Applications is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person is:

Sarah Edmonds
Department of Fish and Game
Wildlife Branch
1812 Ninth Street
Sacramento, CA 95811
Telephone: (916) 445-3449 / Fax: (916) 445-4058
E-mail: Sedmonds@dfg.ca.gov

Eric Loft, Ph.D.
Chief, Wildlife Branch

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
A. Key Action Dates	4
B. Purpose and Description of Services	4
C. General Conditions and Requirements	4
D. Specific Conditions and Requirements.....	5
E. Submission of Application.....	6
F. Evaluation and Selection	7
G. Evaluation Criteria.....	7
➤ Applications for Bighorn Sheep Tags	8
➤ Applications for Deer, Elk, and/or Pronghorn Antelope Tags.....	8
H. Award and Protest	8
I. Disposition of Applications	9
J. Agreement Execution.....	9
K. REQUIRED FORMS (Included as Separate Packet)	9
➤ Form 1 – Application (7 pages)	
➤ Form 2 – “Required Forms and Qualifying Conditions Checklist” (2 pages)	

A. KEY ACTION DATES

<u>Event</u>	<u>Date</u>
Call for Applications Released to Interested Parties	August 27, 2008
Final Date to Submit Applications; due by 3:00 p.m.	September 25, 2008
Applications Evaluated and Ranked	September 26 – October 9, 2008
Notice of Intent to Award	October 10, 2008
Last Day to Appeal	October 20, 2008
Proposed Award Date of Agreements	October 21, 2008

B. PURPOSE AND DESCRIPTION OF SERVICES

The State of California (State), Department of Fish and Game (Department) is soliciting applications from qualified nonprofit organizations to auction or sell big game hunting license tags (bighorn sheep, deer, elk, and pronghorn antelope) for the 2009-2010 hunting season to raise funds for programs and projects benefiting these big game species. **One notable change for this year's process involves available elk tags** (see below). The Department expects to offer a total of 16-17 fund-raising tags for the 2009-2010 hunting season, as follows:

- 10 deer tags: 5 Golden Opportunity deer tags and 5 Open Zone deer tags
- 3 elk tags: 1 Grizzly Island tule elk tag; 1 Owens Valley tule elk tag; and 1 Open Zone elk tag (valid for the following zones: Northwestern, Northeastern, Siskiyou, Marble Mountains, La Panza, and San Luis Reservoir)
- 2 pronghorn antelope tags
- 1 or 2 bighorn sheep tags

Each organization may apply for up to 3 tags for an event, but if selected, will only receive one (1) fund-raising tag to be sold at any one event. By law, all revenue from sales of fund-raising tags is used in the Department's respective species management program.

This Call for Applications, evaluation of the applications, and award of any resultant contracts will be made in conformance with current procedures and applicable State policy. Applicants are responsible for reviewing policies, guidelines, and statutes to ensure compliance with all relevant requirements.

C. GENERAL CONDITIONS AND REQUIREMENTS

- 1) Applications must be complete in all aspects as required by this Call for Applications. An application may be rejected if it is conditional or incomplete or if it contains any alterations of form or other irregularities of any kind.
- 2) The Department may waive any immaterial deviation of an application; however, the waiver of an immaterial deviation shall in no way modify the Call for Applications document or excuse the applicant from full compliance with the agreement requirements if the applicant wins the award.

- 3) The application must be signed by an officer of the nonprofit organization or chapter thereof who has authority to sign agreements binding upon the organization. An unsigned application will be rejected.
- 4) An application which contains false or misleading statements, or which provides references which do not support an attribute or condition claimed by the applicant, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this Call for Applications, it will be the basis for rejection of the application. If the information submitted by the application is insufficient to satisfy the Department as to the applicant's responsibility, the Department may review additional information or reject the application. The Department's determination of the applicant's responsibility, for the purposes of this Call for Applications, shall be final.
- 5) No officer or employee of the Department (or former officer or employee for the two-year period from the date he or she left Department employment) shall enter into an agreement to auction or sell fund-raising license tags or assist an organization in preparing an application to auction or sell fund-raising license tags unless the activity is a condition of regular State employment. This is considered a conflict of interest and may result in rejection of the application.
- 6) **An applicant's official submittal must consist of the following items:**
 - Application, complete in all aspects with respect to the general and specific conditions and evaluation criteria;
 - Required Forms and Qualifying Conditions Checklist;
 - Applicant's Section 501(c)(3) number (federal taxpayer I.D. number); and
 - Written proof of federal nonprofit status at the time of application (this may be in the form of a letter of status furnished by the Internal Revenue Service)

D. SPECIFIC CONDITIONS AND REQUIREMENTS

- 1) The applicant is a nonprofit organization or chapter thereof as defined by Section 501(c)(3) of the Internal Revenue Service Code. The applicant must provide written proof of federal nonprofit status and his or her Section 501(c)(3) number as part of the application package.
- 2) The applicant agrees that the auction or sale event will be conducted under terms and conditions that comply with all California state laws. If the sale event is held outside of California, the parties agree that California law will control in the event of any dispute.
- 3) The applicant will conduct the auction or sale event prior to May 15 of the year in which the tag is valid.
- 4) The applicant agrees that the auction or sale event will be conducted under standards of good faith and commercial reasonableness, and the applicant will use its best effort to obtain maximum return.
- 5) All revenue generated by the auction or sale of fund-raising tags will be transferred to the Department **within 60 calendar days of the event or by May 15, 2009**, whichever comes first.

When tags are sold by auction, auctioneers shall accept only a full bid amount consistent with commercial auction practices.

- 6) Nonprofit organizations auctioning or selling fund-raising license tags shall clearly indicate in all advertisements and to potential tag recipients that such tags are subject to all existing conditions required by the authorization and issuance of the license tags and for the take of the species, including any required hunting license and hunter orientation programs identified in Title 14, California Code of Regulations. Tags shall be nontransferable.
- 7) The organization may independently offer items to be sold or auctioned immediately prior or subsequent to auction or sale of the fund-raising license tags. However, the organization will clearly distinguish between the beneficiary of the sale of such items and the beneficiary of the sale of the fund-raising license tags, which shall be the Department. All advertising shall make this distinction.
- 8) Organizations must bear all costs associated with the auction or sale of the fund-raising license tags.
- 9) The applicant understands and will disclose in all advertisements and at the time of the sale that the tags will be authorized only after final adoption of the annual mammal hunting and trapping regulations by the California Fish and Game Commission. For fund-raising tags, the full amount bid will be reimbursed to the high bidder should a hunting season not be implemented for the species and/or location advertised.

E. SUBMISSION OF APPLICATION

- 1) The application must be submitted in a sealed envelope plainly marked “**Application for the Auction or Sale of Big Game Fund-Raising License Tags**”. The application shall either be hand-delivered or sent to the Department by the date and time shown in Section A, Key Action Dates (page 4). **An application received after this date and time will not be considered.** Applicants are cautioned that departmental processing of United States mail may add up to 48 hours to the delivery time within the Department. The submission of an application shall be deemed evidence that the applicant has taken steps to familiarize himself or herself with the pertinent factors and features of submission.
- 2) Mail or hand-deliver applications to the following address:

**Department of Fish and Game
Wildlife Branch
1812 Ninth Street
Sacramento, CA 95811
Attn: Mr. Craig Stowers**
- 3) All applications shall include the documents identified in the “Required Forms and Qualifying Conditions Checklist” (Form 2). Applications not including the proper required forms shall be deemed non-responsive.
- 4) Applications must be legibly printed in ink or typewritten, or printed directly from the on-line application form. Erasures are not permitted. Errors may be crossed out, and corrections printed in

ink or typewritten adjacent to the error. All errors and corrections must be initialed in ink by the person signing the application.

- 5) The application must be signed by an officer of the nonprofit organization or chapter thereof who has authority to sign agreements binding upon the organization. An unsigned application will be rejected.
- 6) Before submitting an application, applicants should review, correct all errors and confirm compliance with the requirements identified in this Call for Applications.

F. EVALUATION AND SELECTION

- 1) Each organization may apply for up to three tags for an event. Each organization will identify a first choice tag and, if desired, second and third choice tags, in the manner specified on the application cover page. Regardless of the number of tags applied for, each selected organization will only receive one (1) fund-raising tag to be sold at any one event. Although no more than one tag will be awarded for a given event, organizations that wish to optimize their chances of selection are encouraged to identify first, second and third choices on the application cover page.
- 2) Each application will be logged as it is received and verified that it is properly sealed. Applications will remain sealed until the designated time for opening. Applications received after the specific date and time will be returned to the sender unopened.
- 3) Applications will be evaluated and scored based on the tag choice(s) indicated on the application cover page. A Department evaluation committee will review the applications for responsiveness to the requirements of this Call for Applications. The committee will then score the applications which are responsive and comply with all the requirements of this document in accordance with the evaluation criteria outlined in this document. Upon final scoring by the evaluation committee, applicants will be ranked numerically from the highest to the lowest score for the tag(s) indicated on the application. The highest scored applicant(s) will be awarded an agreement to auction or sell the fund-raising license tag(s), as available. In the event of a numerical score tie, the Department will assign a random number to each application, conduct a draw, and award the agreement to the qualified applicant with the lowest assigned random number.
- 4) If an application is deemed non-responsive to ANY conditions as described in this Call for Application, the application package will be returned, with a letter of explanation, after the "Notice of Intent to Award" is posted on **October 10, 2008**.
- 5) Fund-raising license tags will be issued only after final adoption of the annual mammal hunting and trapping regulations by the Fish and Game Commission (usually in late April).
- 6) The Department reserves the right to reject any or all applications at any time.

G. EVALUATION CRITERIA

- 1) The Department has established criteria to identify eligible applicants and provide an objective means of determining which applicants can be expected to generate maximum revenue from sales of the various fund-raising license tags. Applicants are expected to provide detailed information on

how they plan to maximize revenue from the sale of each tag for which they are applying. This detailed information is related to specific criteria identified below.

- 2) Factors to be evaluated are outlined below. All responsive applications will be assigned a score based upon a maximum of 120 possible points (after multiplying a raw score of 100 by a 1.2 preference factor). Nonprofit organizations or chapters thereof interested in assisting with the auction or sale of fund-raising license tags must provide detailed information specifically related to these criteria.

(a) Applications for Bighorn Sheep Tags:

Evaluation Criteria and Point Value:

- | | |
|---|-------------------|
| (1) Location and Date of Event..... | 10 points |
| (2) Expected Attendance and Revenue..... | 40 points |
| (3) Previous Experience with Fund-raising Events and/or Sale of Fund-raising Tags | 25 points |
| (4) Marketing/Promoting Sale of the Tag..... | 25 points |
| RAW TOTAL | 100 points |

(b) Applications for Deer, Elk, and/or Pronghorn Antelope Tags:

Evaluation Criteria and Point Value

- | | |
|---|-------------------|
| (1) Location and Date of Event..... | 5 points |
| (2) Expected Attendance and Revenue..... | 30 points |
| (3) Previous Experience with Fund-raising Events and/or Sale of Fund-raising Tags | 40 points |
| (4) Marketing/Promoting Sale of the Tag..... | 25 points |
| RAW TOTAL | 100 points |

- 3) Final scores will be determined by multiplying raw totals (see above) by a preference factor. Preference factors are specified as follows:

- For first-choice tags, the preference factor is 1.2
- For second-choice tags, the preference factor is 1.1
- For third-choice tags, the preference factor is 1.0.

H. AWARD AND PROTEST

- 1) A committee composed of Department personnel will evaluate and rank eligible applications. Upon selection of qualified applicants, a Notice of Intent to Award will be posted for five (5) working days at the Department's office receiving applications. Written or faxed notification of the Department's Notice of Intent to Award will be made to all applicants.
- 2) If an applicant has submitted an application which he or she believes to be responsive to the requirements of this Call for Applications and qualifies according to the evaluation criteria and

believes the Department has incorrectly selected another applicant for award, he or she may submit an appeal as described below.

- 3) All appeals must be made in writing, signed by an individual authorized to sign on behalf of the applicant, and contain a statement of the reason(s) for appeal, citing the law, rule, regulation, or procedure on which the appeal is based. The organization must provide facts and evidence to support its claim. All appeals must be received by the Fish and Game Commission, 1416 Ninth Street, Sacramento, California 95814, telephone (916) 653-4899, fax (916) 653-5040, by 5:00 p.m. on October 18, 2007. The Department will provide the Commission with its assessment and recommendation on the issue. The Commission will then take steps to resolve the appeal.

I. DISPOSITION OF APPLICATIONS

- 1) Upon opening applications, all documents submitted in response to this Call for Applications will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- 2) Application packages may be returned only at the applicant's expense.

J. AGREEMENT EXECUTION

- 1) Organizations selected to sell a fund-raising tag will be required to enter into an agreement with the State.
- 2) The organization's event must take place on or before May 15, 2009.

K. REQUIRED FORMS – Attached as a Separate Packet

- 1) Form 1 – APPLICATION
- 2) Form 2 – "REQUIRED FORMS AND QUALIFYING CONDITIONS CHECKLIST"